



March 16, 2020 as of 12:00 noon

ICF Managers, Employees, and Family Members:

As of today, Monday, March 16, 2020 we are limiting all visitors in our Intermediate Care Facilities (ICF). Only essential personnel, direct support professionals, nurses, program managers and home supervisors, will be permitted in the home. The homes will make every effort to stay in contact with family members through phone calls, face time, etc. Community outings and all non-priority appointments will be cancelled and rescheduled. Only one door will be open in each home, staff should come and go through the identified door. All interviews for new hires will be done at the main office.

Staff entering the ICF's will be asked to complete an attestation form each time they enter the home. This will include taking temperatures and recording, confirming they have not had a new onset of cough, they have not knowingly been in contact with someone diagnosed with COVID-19, and have not traveled out of the country in the last 14 days.

Individuals living in the ICF's will have their temperature taken and recorded 3x's per day, morning, afternoon and evening. If a temperature is detected, the individual's physician will be contacted immediately for further direction and proper precautions will be taken.

All Enhanced Living staff that has left the country and is returning to the US will be put on a 14 day self-quarantine and will not be able to return to work until after 14 days of no signs or symptoms. If you plan to go out of the country in the next 90 days, please make your manager and human resources aware.

This is a critical time for all of us; our main concern is keeping the individuals we serve and our staff safe. Please feel free to contact me if you have questions or concerns at dlyle@graceworks.org or (937)416-4141.

Thanks,

Deb Lyle, Administrator